

## Convincing Your Boss to Allow You to Telework

Teleworking a position where you presently work, which pays a U.S. salary and is in your preferred field, is something all family members should consider before they go overseas. You will maintain your salary, contacts, skills, and continuity on your resume. Getting your manager to agree might not be easy, but it is worth trying. Here are some ideas you may want to consider to help them say 'yes'.

### Show them you have the telework skills to pull it off

When asking to telework, reference past evaluations that had positive comments related to critical telecommuting traits, such as: initiative, ability to work without supervision, communication skills, etc. If you are a new hire, prove your ability to telecommute productively using examples from past experience at other companies.

### Detail it out for them

- Go duty by duty and explain to them how you will be able to do these overseas (e.g. in-person meetings will become phone, Skype or Webex meetings). If there are duties that you cannot do, propose an alternative (e.g. swap duties with another coworker).
- If your productivity is not currently measured in a detailed way, you may want to determine key milestones on how to measure it so you can prove your productivity once overseas.
- If you have a lot of duties that you cannot telework, you might offer to reduce your hours to part-time. There are probably some things that you can more easily do remotely, so at least you would have some work.

### Show them the money

Teleworkers save companies money.

- Point out that they don't need to pay for your office space, furniture, or support. Ask the office manager how much it costs to support one employee and present this figure to your manager – its more than you think.
- You may also want to offer to use your own computer or other equipment and cover your own internet and phone costs.
- Also don't forget that it costs money to recruit, hire and train a new person.

### Make yourself accessible

- Offer to keep all or some U.S. hours regardless of the local time, so you're available when people need you.

- Offer to travel as needed on a regular basis, for example travel back to HQ twice a year. Agree in advance who will pay for what.
- Or Offer to fly yourself back at your expense for short trips to re-connect with co-workers and cement relationships or come in during R&R.

### **Offer a trial period now and later**

While you are still working for them, offer to telework once a week (or more) for a period to show them that it can work. Also let them know that if they agree to let you telework when you move overseas, that you would agree to a trial period. If after this trial period, they are not satisfied, agree to resign or return to the office (if this is an option you want to offer). They don't want to have fire you and you don't want to leave on a bad note.